

CTE EOP ASSESSMENT: CRITICAL ACTIONS REQUIRED BY JANUARY 15

- 1) Assign CTE End-of-Program (CTE EOP) Assessment Coordinator
 - Identify 2018-19 CTE End-of-Program (CTE EOP) Assessment Coordinator for each school by responding to the 2018-19 CTE EOP Assessment Coordinator registration survey link emailed to District Assessment Coordinators (DACs) the week of July 23, 2018.
 - All previous 2017-18 E-SESS accounts will be deactivated July 31, 2018.
 - All new 2018-19 DAC E-SESS accounts will available after July 31, 2018. Users will receive their account information via email once the accounts are available.
 - The DAC must identify a 2018-19 CTE EOP Assessment Coordinator (one required for each school offering CTE courses) and additional E-SESS Report User(s) (optional) by September 15, 2018.

- 2) Confirm students are properly identified as Preparatory in TEDS by running the CTE EOP Assessment Test Ticket Report in TEDS prior to January 15.
 - Only those students marked Preparatory in TEDS by **January 15** in the current school year will be eligible to test.
 - CTE EOP Assessment Coordinators should work with their TEDS Coordinators to verify each student’s preparatory status is marked correctly in all applicable pathway(s) and the correct CTE EOP assessment(s) are indicated.
***Note:** If a pathway has multiple CTE EOP Assessments aligned, go to the CTE EOP registration page in TEDS to change the CTE EOP Assessment, otherwise the default CTE EOP Assessment will apply.*

- 3) Extended time accommodations will be pulled from Infinite Campus (IC) in order to reduce additional paperwork and duplication of data requests. Extended time accommodations shall be identified in IC by January 15 as follows:
 - IEPs: Student Information > Special Education > General > Documents Tab > Choose the IEP and ensure Extended Time is marked for Accommodations on Assessments
 - 504s: Student Information > General > Enrollments (open the enrollment record) > State Reporting and ensure Program 504 is marked
***Note:** PSP extended time accommodations are not available to pull from IC, therefore schools will need to notify OCTE – Sherri Craig at Sherri.Craig@education.ky.gov or 502-564-4286 Ext. 4226 to request PSP extended time accommodations adjustments prior to testing. (Do not submit any Personal Identifiable Information (PII) only provide the district name, school name, student name and the assessment name when requesting PSP extended time accommodations.)*

- 4) CTE EOP Assessment Coordinators and DACs are responsible for administration of CTE EOP Assessments at the school level.
 - Required KDE [Assessment Regulations Training](#) must be completed prior to the administration of CTE EOP Assessment at the local level.

ASSESSMENT	TESTING WINDOW
CTE End-of-Program (EOP)*	February 1 to March 31 of the current school year

*Each school must identify a consecutive two-week school testing window within the assessment testing window.